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5 April 1954

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Report of Message Center Operations
1 - 31 March 1954

1. Cables Processed

a. The Cable Secretariat reproduced and distributed a total of 13,148 cables during the month of March 1954. This figure represents an increase of 16.3% over the number of cables handled during February 1954, and 13.3% under the number handled in the month of March 1953. We understand that total word volume for March was approximately 18.1% more than February total. Tab A compares March totals with those of February and provides a tabulated account of DD/I Suspense Items for the month.

b. Cables briefed for, and distributed to the Director totaled 708 or 5.4% of total volume handled.

2. Personnel

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a. We lost one typist and gained two couriers, which completes the courier unit of the Cable Secretariat.

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b. [REDACTED] are now attending the Rapid Reading Course given by the Office of Training.

c. [REDACTED] one of our Duty Officers, was promoted to GS-11.

3. General

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a. A physical security inspection was made of the Cable Secretariat offices by [REDACTED] of Office of Communications (Security). A report of his findings is attached.

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b. On 30 March, [] representing the DD/I, reviewed one day's traffic from March totaling approximately 324 incoming cables. Of this total, one cable was found which fell within the requirements of DD/I.

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c. A current 5 x 8 card file of Cabinet personnel and individuals in the higher echelons of the diplomatic corps of the major governments of the world was furnished us in accordance with our request to the [] This will be a great help to the Duty Officers in briefing cables for the Director. []

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[] visited the office on 30 March and I expressed to him our appreciation for the file.

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d. Informal coordination was practically completed on Cable Regulation [] and the Cable Handbook [] We plan to submit the Regulation [] for formal coordination this week. The Handbook need not be coordinated formally and I hope to get it to Publications in the next two weeks.

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e. The Management Improvement Staff completed its study on pouchgram procedures and submitted it formally to the Cable Secretariat. In summary, the study recommends that every effort be made to improve present dispatch procedures and that only after all such efforts had failed is an experiment on a pouch recommended. I have referred the study to DD/P-Admin for such action as they may care to take with reference to dispatch handling procedures. Mr. [] in commenting upon the study, indicated that he still felt an experimental period would prove the feasibility of a pouchgram. I have agreed with [] to conduct an experiment to determine whether it is feasible and will serve any useful purpose to have a pouchgram. (For your information, a pouchgram may be loosely defined as a form of communications written on a cable form, using cable language, and coordinated, released and distributed as a cable but sent by pouch.)

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f. During the month I discussed with Mr. Stufflebeam, the Chief of the Division of Communications and Records, Department of State, the means by which State Department was able to effect the reduction in cable traffic. The gist of this conversation was forwarded to you in a memorandum dated 16 March 1954. Subsequently, I met with [] to discuss this same problem. DD/P is making a

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drive to effect a reduction in cable traffic and are going to use posters, handouts, etc. in much the same manner and for the same purpose that they were employed by the Department of State.

g. Because of numerous and repeated complaints from the girls that the soap furnished by General Services to remove ditto was causing their hands and arms to break out in a rash, [redacted] together with the girls saw [redacted] Based on a certificate from [redacted] that the soap was apparently the cause of the rash, we are purchasing a much better grade of soap.

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h. [redacted] concerning the handling of unclassified telegrams was submitted to Publications for formal coordination and publication. This is the regulation that transfers responsibility for processing such cables from the Signal Center to Cable Secretariat.

[redacted]
Cable Secretary

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Attachments: Tab A
As mentioned in Para 3a.

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SECRET**TRAFFIC SUMMARY FOR MARCH 1954****CABLES PROCESSED**

TYPE	March 1954	February 1954	Increase
IN Cables	8,827	7,607	1,220
OUT Cables	4,321	3,701	620
TOTALS	13,148	11,308	1,840

PRELIMINARY DISSEMINATIONS**PROCESSED**

March	February	Increase
382	177	205

CABLES FURNISHED DCI

Cables briefed for and distributed to DCI totaled 708 or 5.4% of total volume handled. This compares to 699 or 6.1% for the month of February.

CABLES SUSPENDED OR FURNISHED DD/I

a. During March 1954, 193 cables were suspended to the DD/I; the following actions were taken:

Distribution of copies to DD/I, AD/CI and FI/RQM	82
Preliminary Disseminations Prepared	67
Teletype Disseminations to OCI	17
Intelligence furnished DD/I and OCI by Action Offices	8
Recommendations that no dissemination be made to DD/I	19

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NOTE: The 19 cables which were not disseminated to DD/I were incorrectly suspended. While this number (19) is higher than any previous month, it is not too high in relation to the larger number of items suspended and eventually furnished DD/I.

b. A total of 1112 cables and PDs was furnished DD/I. This includes copies of incoming cables which were subsequently furnished again as PDs.

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